

Minutes from the May 28<sup>th</sup>, 2020, Bolinas Fire Protection District Board Meeting, Via Zoom.

Pres. Molesworth called the meeting of the Bolinas Fire Protection District to order at 7:00 P.M. Vice Pres. Kimball, Dir. Torrey, Dir. Martinelli and Dir. Dunne were present. Also present: Chief Krakauer, Asst. Chief Marcotte, and Administrative Asst. Cadance Lynam.

MSC Torrey/Kimball (unan.) to approve the Agenda with the modification to remove Action Item #3 – Approve Salary for Fire Chief’s position, till the June Board Meeting.

**CHIEF’S REPORT**

Chief Krakauer attended the Chief’s meeting via phone on May 21<sup>st</sup>. Topics discussed included the governance structure being set up for MWPA, updates on COVID -19 testing for first responders, the Pulse Point App, mutual aid agreements, and the feasibility study for shared dispatching services with Sonoma REDCOM.

**MERA**

Chief Krakauer attended the MERA meeting via phone on May 13<sup>th</sup>. There were updates on the Customer Design Review and third party review of CDR documents by AECOM. The request from CHP for use of channel space was approved as well as the communication system services agreement between the County and MERA. Rich Pearce, Tiburon Fire Chief was reelected as the Governing Board President and Todd Cusamao, Corte Madera City Manager, was reelected as Vice President.

**Prevention**

The annual clearing around the fire hydrants has begun. It will take one to two months to complete this project with the amount of staffing available. Chief Krakauer posted on Nextdoor and on local bulletins, flyers for free green waste days in Nicasio on June 6<sup>th</sup>, 20<sup>th</sup>, and July 11<sup>th</sup> and 25<sup>th</sup>.

**Roads**

The road closure is still in effect on Mesa Road at Commonweal. Phase one signage for no overnight parking has been installed on parts of Brighton and Wharf.

**Inspections**

Inspections are on hold.

**Planning**

Chief Krakauer is working with Scott Alber on two projects concerning sprinklers on an ADU and propane tank setback.

## **Grants**

No Update.

## **Training**

Trainings have started up in small groups at the station, wearing masks and keeping social distancing in mind. One week, the focus was on a call review pertaining to a motorcycle accident with major injuries. The next class planned will involve practicing with the “jaws of life” on some cars donated to the department, then switch gears to Wildland firefighting. There is a new group of younger inexperienced volunteers that we intend to train.

The EMT class in Stinson Beach is set to begin at the end of June. It is a two month class, mostly online with Saturdays in the classroom. The District is sponsoring three volunteers for the class. This will greatly benefit the District to have more EMT's.

## **Volunteers**

There is a holding pattern for bringing in new and pending volunteers.

The Volunteers are working on a new logo with Oliver Witcroft, Ron's son, for a new Volunteers Association t-shirt. This will be sold at Association functions as a fundraiser for the Volunteers.

## **Apparatus**

Duty Officer Joe Walker completed the annual service on U219.

E265 received an annual service at Donahue Truck in Cotati. Everything appeared in good shape.

The Preliminary Engine Planning committee met last week, per the Finance Committee request to gauge an idea of what the District will need to purchase in the coming years in terms of new engines.

E265 is twenty years old and E283 is twenty-three years old, however, both are in good shape.

It was concluded that we should start the spec process sooner than later but we don't imagine needing to purchase any new engines in the next three years. In the current market, the potential cost for a new engine is estimated around \$400,000 - \$600,000 for what the Committee believes might be the best replacement for E283. Chief Krakauer commented that E265 is likely to need replacing 3-5 years after E283.

## **Disaster Council**

Asst. Chief Marcotte updated the Board that there was a West Marin Disaster Council meeting on May 28<sup>th</sup> via Zoom. Discussion focused on Wildland season, how to evacuate amidst COVID-19, and power shut offs. There was also discussion about doing distance training on the big mesa.

There are three new area coordinators. Area 5 still needs an area coordinator.

## **Resource Recovery**

Asst. Chief Marcotte updated the Board that they are working to come up with a plan to get rid of excess waste.

## **Buildings and Grounds**

Dana Smith and some of the Firefighters worked on planting flowers next to the entry to the parking lot. Chief Krakauer reported that the grass is growing in the front garden area and the coyote bush is all gone. The garden project can be revisited in late fall when winter rains will help establish new growth.

The next project will be cleaning the solar panels on the roof of the Firehouse.

## **General Operations/Administration**

Chief Krakauer reported that there continues to be a weekly Emergency Management conference call, lead by Woody Baker-Cohen, the Emergency Services Coordinator at Marin County Sheriff's Office of Emergency Services. Woody gives updates on numbers as well as checks in with each agency on any needs they may have.

Matt Willis, Counties Public Health Officer said that there has been an increase in the number of people testing positive for COVID-19, however, the number of people being tested has also increased.

## **Bolinas COVID-19 Testing**

Chief Krakauer reported that there was a debriefing on May 1<sup>st</sup> with some of the key players including UCSF doctors, UCSF Orthopedic Dr. Aenor Sawyer, resident Jyri Engestrom and the crew. The results for the antibody test are set to come out beginning June 1<sup>st</sup>. We anticipate a lot of calls regarding how to access the results. Asst. Chief Marcotte had been helping many residents without Internet access get results for the viral portion of the testing.

Chief Krakauer has been in communication with Julie Weston, site Specialist for Crown Castle, as well as Pres. Molesworth and Vice Pres. Kimball. The Crown Castle lease expires January 2022 and is looking to secure a renewal sooner than later in case they need to pursue alternate sites. Julie is going to prepare a new document for the Board to review.

AT&T has also reassigned the cell tower lease we hold with them to Octagon Towers LLC. They have reassigned over 1,000 cell tower contracts nationwide in the last two years. Chief Krakauer consulted with Legal Counsel and informed Pres. Molesworth and Vice Pres. Kimball, the ad hoc cell tower sub-committee. AT&T's lease is set to expire in October of 2021. The District anticipates that we will hear from them shortly to discuss renewal options.

Hammet and Eddison, Consulting Engineers, took the readings on May 20<sup>th</sup> after completion of upgrades to the AT&T cell tower last month. The report showed lower numbers than the baseline numbers established in the 2011 Amendment of the lease and are in full compliance.

Beginning on July 1<sup>st</sup>, the Coastal Health Alliance is being absorbed by the Petaluma Health Center. They are fully in the right to reassign the lease. Chief Krakauer has been working with Steven Siegel to have a legal document, prepared by the Coastal Health Alliance and Legal Counsel, presented to the Fire District. The document was sent to Chief Krakauer last week and just needs to be signed and returned for signatures from the Coastal Health Alliance and Petaluma Health Center.

Chief Krakauer was notified by the Department of Justice that our application packet was processed and approved to receive criminal record information. We should receive paper copies of the documents soon and Administrative Assistant Cadance Lynam and Chief Krakauer will set up an online portal in which the results will be securely sent. Once the details are sorted out and ready to implement, the policy language will be given to the Personnel Committee for review and approval. This will require all volunteers and employees of the District to undergo a background check.

### **Surfers' Overlook Repair/Terrace Avenue**

The Brighton Seawall Hearing is on June 10<sup>th</sup> via Zoom. Chief Krakauer will be representing the District and speaking to the Coastal Commission about the importance of the sea wall for rescue operations, as it is the only access to Brighton Beach to the right of the ramp. It is currently in bad shape and the access at either end is difficult to maneuver patients around with the wheeled stokes.

### **Personnel**

Varian Bartolini, former Seasonal Firefighter, is set to finish fire academy next week and has happily agreed to fill the Friday day shift, normally filled by Chris Deibel. The night duty shift will continue to be split by the officers.

### **GENERAL BUSINESS**

#### **Administer the Oath of Office to New Director Simon Dunne –**

President Molesworth administered the Oath of Office to new Director Simon Dunne.

#### **Action Item #1 – Approve Draft Budget for FYE 2020/2021**

The Personnel and Finance and Budget Committees have been meeting to discuss and draft the proposed Budget FYE 6-30-20. Chief Krakauer reviewed the proposed draft budget, noting any recommendations that pose significant changes from the prior fiscal year. Specifically, there will be an increase in employee wages to meet current standards, an increase in the Audit and Bookkeeping line items due to hiring a new CPA and Auditor, an increase in the Extra Hire column in case of COVID related illnesses and an increase in the Medical/Dental column as the District will be covering a larger portion of employee health benefits. There is also a decrease in the TOT tax line item since vacation rentals are not open during the COVID-19 shelter in place order, as well as a small decrease predicted in property tax.

**Action Item #2 – Approve Engagement Letter from Nigro & Nigro for Auditing Services for FY 2019-2020.**

MSC – Kimball/Martinelli (unan.) to Approve Engagement Letter from Nigro & Nigro for Auditing Services for FY 2019-2020.

**Discussion – District Wildfire Preparedness and Response**

The first Marin Wildfire Prevention Authority Operations meeting was held on April 30<sup>th</sup>. Chief Weber of Marin County Fire was selected as the Chair for the Operations. Discussion was focused on the first year funding options, updates on Executive Officer recruitment and the selection of sub-committees-work plan group.

Vice Pres. Kimball attended the May 21<sup>st</sup> MWPA Board of Directors meeting. He gave a brief update, noting that there was a unanimous vote to continue voting for the president and vice president of the Board to enable the new board members time to become more familiar with each other. The board voted, unanimously to conduct outreach to inform senior citizens of the criteria necessary to be exempt from paying Measure C Tax.

Chief Krakauer has been working with Battalion Chief Christie Neill to figure out timing for Bolinas defensible space inspections. They are starting a week-long training with seasonal inspectors starting Monday. They are tasked with over 11,000 Inspections County wide. The District can assist and carry out our own inspections alongside, however, our staffing makes carrying out the large amount alone very hard. Sandwich boards and notices on Nextdoor and the Hearsay are planned. Twenty thousand dollars in Measure C monies is allocated for defensible space. Chief Krakauer said he was unsure what the County's cost break down is, but he imagines that will cover it.

Late rains and heat spells are making for tall grass. Chief Krakauer talked with Don Murch about our annual mowing of egress/access roads in the first week of August, including the strip along Poplar road. Chief Krakauer said he will work with the National Parks to arrange mowing on their side of the fence. It is scheduled for sometime around bird nesting season.

Chief Krakauer is working on setting up the District's "chipper day" program intended to allow for all residents of Bolinas to leave roadside brush pile to be chipped and left or hauled away. The intention is to have this coincide with the defensible space inspections and be reimbursed by the Measure C monies sometime around the end of July/early of August.

Chief Krakauer submitted three core project proposals for Bolinas to Battalion Chief Christie Neill for the Marin Wildfire Prevention Authority on May 12<sup>th</sup>. One is the "chipper day" project and the other two being vegetation mitigation projects on the BCPUD property; the sewer pond fuel reduction project and around the BCPUD building on Elm, which Dir. Martinelli identified as a possible temporary refuge area for a large part of the big Mesa. It is thought that these three core project proposals along with the other member agencies will get prioritized into a list. Chief Neill helped Chief

Krakauer in making sure these projects fit the guidelines put forth by the Joint Project Authority's structure.

Chief Krakauer and Asst. Chief Marcotte are currently working on a flyer to send out to residents identifying some key components for wildfire preparedness.

**CONSENT CALENDAR**

MSC / Torrey/Kimball (unan.) to approve the Consent Calendar.

**PUBLIC EXPRESSION**

None.

**BOARD MEMBER REPORT**

Vice Pres. Kimball announced that he will not be staying on the Board for another term when it is up in November. He has been on the Board at the Fire Department for thirteen years now. Pres. Molesworth expressed her appreciation for his time on the Board and all of his service.

**COMMITTEE REPORTS**

Updates from Finance and Budget, Personnel, Building and Grounds and Operational Working Group.

Finance Committee – The Finance committee met on the 14<sup>th</sup> and the 27<sup>th</sup> to narrow down revenue and expense items for the draft budget.

Personnel Committee – The Personnel committee met on the 15<sup>th</sup> to work on payroll adjustments for each position to plug into the draft budget.

Buildings and Grounds – No Update.

Operations Working Group –No Update.

**PERSONNEL MATTERS**

None.

**ANNOUNCEMENTS:**

None.

**GOOD OF THE ORDER**

**ADJOURNMENT**

MSC –Dunne/Kimball (unan.) to adjourn at 9:30 PM.

Respectfully submitted,

Cadance Lynam  
Administrative Assistant

Note: Minutes of all Board meetings are available for review at the Bolinas Library and on the District's website [www.bolinasfire.org](http://www.bolinasfire.org).